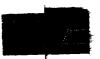
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Regular Meeting of the Suggestion Awards Committee Thursday, 9 October 1958 Justolog, 21

AGENDA

- 1. The call to order
- 2. Minutes of last meeting
- 3. Comments by Chairman
- 4. Report by Executive Secretary
- 5. Old Business
- New Business (Vote on suggestions attached)
- 7. Adjournment



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S-E-C-R-E-T

In this one instance, because of the transition from the previous Committee to the new Committee, the Chairman of the Suggestion Awards Committee appointed an ad hoc committee to deal with the minutes of the last meeting of the previous Committee. This Ad Hoc Committee was composed of the Chairman, Suggestion Awards Committee.

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FY 1958 Committee Member,

and the Alternate Executive
Secretary, Suggestion Awards Committee,

This Ad Hoc Committee
concurs in these minutes as written.

MINUTES OF MEETING SUGGESTION AWARDS COMMITTEE THURSDAY, 19 JUNE 1958

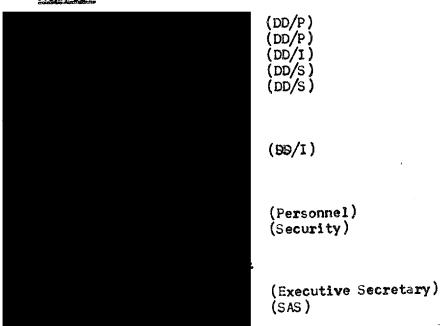
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On Thursday, 19 June 1958, at 10:00 A.M. in Room 2601 Curie Hall, Chairman, chaired the Regular Meeting of the CIA Suggestion Awards Committee.

The following were present:

Members



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S-E-C-R-E-T

Minutes of SAC Meeting 19 June 1958

Minutes

The minutes of the regular Committee meeting held on 6 March 1958 were approved.

Chairman's Report

- a. The basic problem we have in our program is obviously to obtain interest on the part of the supervisor -- not the first line, but the 75th line supervisor.
- b. Security precludes publicizing some awards which could do the program so much good. This limits our salesmanship possibilities. We have to think faster and harder with each idea we have for promoting the program.
- I think a new thing we can do to get the supervisory group interested is to cut the supervisor in when we approve a suggestion. With the \$8,500.00 award for changes in the reports system, the supervisors were very instrumental in getting the case approved. But, it has been almost impossible to get adequate recognition for the supervisors -- I think we would possibly get this through the Honor Awards system. However, it seems to me that this Committee must devise some system. We can learn from Industry that salary increases for merit performance are very worthwhile. I have been in stiuations in Industry where a salary increase by management turned a bad situation into a state of great progress. We cannot do this in Government, at least not yet. However, maybe we could have a separate board called a Merit Performance Board. That is under consideration and I intend to push it. I think we must seize every opportunity to get the supervisors "on the team".
- d. This is why we see an advantage in changing the Committee members annually. The person who has served with the Committee is suggestion minded and even though he or she has finished a term, we can count on loyalty and enthusiasm from them. In other words, they are still one of us.

Executive Secretary's Report

a. Suggestions in process at this time total 225 cases. The ages of the suggestions are as follows:

1957	(lst	Quarter)	3
	(2nd	Quarter)	8
	(3rd	Quarter)	18
	(4th	Quarter)	24
1958	(lst	Quarter)	57
	(2nd	Quarter)	115

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S-E-C-R-E-T

Minutes of LC Merchant 19 June 1953

- b. The report for the Civil Service Commission for FY 1958 is being prepared.
 - (1) We have received to date some 600 pasers last year we received 840 cases which included 507 from one suggester.
 - (2) We have approved 76 cases thus fax, we 24 for last year.
 - (3) These 76 cases have not only earned three times the amount of money in awards, but they also represent more than three times the Tangible Savings over FY 1957. We believe this attests to the improved quality of our suggestions.
- c. OTR has asked us for OTR Bulletin material which we submitted, but the Executive Assistant to DD/S ruled that all such material would be used exclusively by the Support Bulletin.
- d. Conference Leadership Course students, in selecting topics for discussion, occasionally discuss the Suggestion Awards Program. The staff has recently assisted a student with material for this assignment.
- e. The new Employee Suggestion Form has been transact.
 On the reverse of this form, information will be included regarding:
 - (1) The statute of limitations on suggestions.
 - (2) Rules regarding line-of-duty and job expectancy aspects of suggestions.
- f. We have developed a new check list for the evaluators.
- g. We have designed a new hand-out folder which will be provided to new employees and will be available on the shuttle-busses in "help-yourself" containers.
- h. We have drafted a letter for the Deputy Directors advising them of their individual scores -- this to go out after all the statistics have been assembled.
- i. The Clandestine Services Special Panel of the Suggestion Awards Committee met on 1 May 1958 to consider 11 sensitive cases. Four of these were declined, 7 referred for further study. The Special

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S-E-C-R-E-T

Minutes of SAC Meeting 19 June 1958

5. 54 cases were closed out under the special authority granted the Executive Secretary of the Suggestion Awards Committee to resolve and close out cases which have on record, the evaluators' unanimous recommendations to disapprove them.

Suggestion Awards Film

The Chairman asked whether there were any questions or discussion concerning the paper which all members had read on the proposal for the film. The recommendation of the Executive Secretary as contained in TAB 5 (recommendation) to the Agenda was adopted.

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General Discussion

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remarked that he wished to applaud the Chairman's idea to institute a merit system to encourage the supervisors to get behind the program.

Ò. inquired as to whether or not there would be any way to revise our payment of awards system so that a person receives the net award after taxes. For example, the Committee would vote for an award of \$12.72 instead of \$10.00 and the suggester would receive a check for \$10.00. He suggested that this system apply to all awards up to a net of \$100.00. thought this could be handled in the future by having the Committee merely vote for a net award. The Secretary was instructed by the Chairman to carry out the proposed procedure in the future.

> The Comptroller agreed that this technique could be used, but pointed out the danger of awarding a person \$125.00 -the net to the suggester would be less after taxes than the award to the person who had garned \$100.00. Further, the Chairman took into consideration the intent of the law. and decided not to put this procedure into effect in this Agency.

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gave it as her opinion that there had been a remarkable improvement in the staff work of the administration of the Program in FY 1958.

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S-E-C-R-E-T

Minutes of SAC Meeting 19 June 1958

d. The Chairman complimented the Committee and thanked everyone for his splendid efforts. He remarked that he had tried to operate along democratic lines and that he personally appreciated the work and enthusiasm of the members.

Suggestions Approved

By unanimous vote on each case, the Committee approved the following awards for the suggestions indicated:

Sugg. No.	Total Award	Benefits or Savinus
2797	\$ 450.00	Intangible (High-Extended)
58-4	160.00	Tangible (\$3,229.00) Intangible (Slight-Local)
58-83	50.00	Intangible (Slight-Local)
58-171	70.00	Tangible (\$1,800.00)
58-181	Letter of Appreciation	e e
58-246	50.00	Intangible (Slight-Local)
58350	25.00	Intangible (Slight-Local)
58-400	10.00	Tangible (\$126.00)

New Business

None

Adjournment

The meeting adjourned at 11:20 a.m.

/ Executive Secretary
Suggestion Awards Committee

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C-I-A I-N-T-F-H-W-A-L U-S-E C-W-L-Y

Regular Meeting of the Suggestion Awards Committee

Turner, *** October 1958

**June day 21

AGENDA

- l. The call to order
- 2. Minutes of last meeting
- 🔆 3. Comments by Chairman
 - 4. Report by Executive Secretary
 - 5. Old Business
 - 6. New Business (Vote on suggestions attached)
 - 7. Adjournment

10/20/58

* NOTES FOR CHAIRMAN

- 1. Welcome to new members
- 2. Explain objectives \
- 3. Box Score letters to DD/I, DD/P, and DD/S to inspire competition
- 4. Letter & Supervisor with a 33% Adoption Rate Copy attached
- 5. "Medicine Show" to stimulate supervisor's interest